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TO: System Test Coordinators
FROM: Judy Snow, State Assessment Director
DATE: December 2012
RE: Test Security Information on Responsibilities and Agreements for Spring 2013 CRT and CRT-Alternate

The memo provides information on the responsibilities of System Test Coordinators, Key Information for test administration and test security Training, and Instructions for using the online program for test security agreements.

1. Responsibilities

The System Test Coordinator for the CRT or CRT-ALT assessment(s) is responsible for the training of educators who handle testing materials and/or administer the assessment(s).

The Montana Comprehensive Assessment System (MontCAS) requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and reading passages. With the exception of questions and reading passages released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions, as well as reading passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of Montana CRT and CRT-Alternate testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As the System Test Coordinator, you are required to certify online that you have received and provided training in test security, handling of test materials, test administration, accommodations, and calculator use to the appropriate educators in your system, such as school principals/authorized representatives, school test coordinators, and test administrators and have communicated to the appropriate educators that it is their professional responsibility to maintain the security of the test and test materials. It is essential that professional educators receive training on test security and administration in order to fulfill their professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials and to follow prescribed test administration procedures.

For your convenience, a training log template is included in the *2013 Guidelines and Procedures for Test Security*, Appendix A and is online. Both are online at the following link by clicking on the Security Tab.

http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

It, or a similar one, should be used to record trainings and attendees. The completed log should be kept at each school with the principal/authorized representative.

Please advise all school principals/authorized representatives in your system to download information about their responsibilities and their agreements. In addition, please provide the link to the test security

information for all teachers. Both of these documents should be used as content and a reference during training. Both are online at the following link by clicking on the Security Tab.

http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

2. Key Information for Training

Follow procedures for materials handling, test administration, test security and accommodations as outlined in the following documents: http://opi.mt.gov/curriculum/MontCAS/#gpm1_5

- *Test Coordinators Manual for the CRT and the CRT-Alt*
- *Test Administrator Manual for the CRT*
- *Test Administrator Manual for the CRT-Alt*
- *Test Security Guidelines*
- *PDF Copy of Testing Irregularity Report (TIR)*
- *Accommodations Manual and Guidance Memo*
- *Samples of Information Memos for System Test Coordinators, Principals/Authorized Representatives, and Teachers*

Test Materials

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test items, questions, reading passages, or performance tasks may not be shared or discussed.
- All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or systems.

In the Testing Classroom

- What constitutes coaching?
- What constitutes a security breach?
- What materials can and cannot be displayed in the testing classrooms?

Accommodations Reminders

- There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
- Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.
- Allowable standard accommodations for the CRT that are described in a student's IEP/504 Plan should match those used during the administration of the CRT.
- Non-standard accommodations for the CRT that are described in a student's IEP/504 Plan should be used during the administration of the CRT.
- Accommodations coded with * are suggested as appropriate for Limited English Proficient (LEP) students.
- Accommodations coded with ** are intended for use with students identified as IEP/504/LEP. These accommodations must be listed in the student's IEP, 504 plan, or LEP plan.
 - In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the CRT with an accommodation keyed with **.

In most cases, these are students who may have a medical emergency at the time of testing. In medical emergency cases, please contact Judy Snow, 406-444-3656 jsnow@mt.gov

- **New this year:** For prospective cases in which the request is not related to a medical emergency, the four guidelines below should be followed.
 - The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
 - A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
 - There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
 - The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.

Instructions for the online process to request approval will be provided to system test coordinators in a separate document.

3. Reporting a Testing Irregularity or Security Breach

- A suspected testing irregularity should be reported immediately to the principal and to OPI within 3 days in person or by phone.

The Testing Irregularity Form (TIR) is to be completed online within 5 days of the incident.

Instructions for the online process to report a testing irregularity will be provided to system test coordinators in a separate document.

- To assist you in collecting the information needed to submit online, a copy of the form is included in the *2013 Test Security Guidelines*.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension of time to submit the TIR.
- If there is concern about ramifications from local reporting of an irregularity or breach, the paper form may be completed and submitted directly to the State Assessment Director. A pdf copy is online for this purpose. It can be faxed or mailed to:

Judy Snow, OPI, P. O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743

If you have questions, please contact Judy Snow, State Assessment Director, 406-444-3656 or jsnow@mt.gov

4. Submitting the Agreement

After testing, please go online to complete the test security agreement for your school system.

- <http://iservices.measuredprogress.org/>
- Select Montana, then Test Security Agreement, then select System Test Coordinator, then select your system.